

S E C R E T

SUPPORT SERVICES COURSE NO. 2

SIXTH WEEK (1A-13 Headquarters)

25X1A

Monday, 29 November 1965

25X1A

0830-0930



0930-1010

Reading: "Collection at Small Posts"

1020-1130

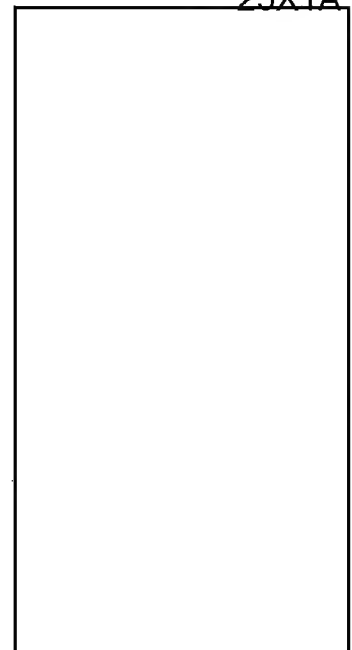
Discussion - Official Cover Problems
(based on the above reading)

1230-1430

Registry Problem and Critique

1445-1700

Fitness Report Problem and Critique



Completed 12/4
1/11
12

S E C R E T

25X1C


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Wednesday, 1 December 1965


25X1A


0830-1000 Employee Benefits. Medical and FECA Benefits. Specific benefits and services available to CIA personnel, e.g. insurance program, credit union, etc.

1010-1110 Proprietaries. Discuss the use of proprietaries in the Agency. Problems of setting up and administering. The role of DO/ 

25X1

25X1 1120-1200  Case

1300-1450  Case and Critique, film

1500-1550  Case and Critique

1600-1700 Death Problem and Critique

25X1C

Thursday, 2 December 1965

25X1A

0830-0930

25X1A 0940-1040

1050-1150

CIA and CS Retirement Programs.
Description of Civil Service Retirement
plan and schedules. Discuss the CIA
retirement program and its affect on
staffing of the Agency in the fore-
seeable future.

1300-1400

The Chief of Station and his
Support Officer.

1410-1700

Retirement Exercise


Friday, 3 December 1965

0830-1000 Study - Contract Reading

1000-1200 Contractual Principles

1300-1700 Contract Personnel Exercises and
Critique

25X1A



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SUPPORT SERVICES COURSE NO. 2

SEVENTH WEEK (1A-13 Headquarters

25X1A

25X1A

Monday, 6 December 1965

0830-1130 Allowances and Differentials: Briefing,
Exercise and Critique

25X1A

1230-1540 Case

1550-1650 Office of Communications and Support
Problems

Tuesday, 7 December 1965

0830-1700 Group A - Combination Locks and
Safekeeping Equipment

0830-1700 Group B - Tour of Communications Facilities
and Commo Briefing
Tour of Records Center

1800-2200 Reception for Support Officers

Wednesday, 8 December 1965

0830-1700 Group B - Combination Locks and
Safekeeping Equipment

0830-1700 Group A - Tour of Communications Facilities
and Commo Briefing
Tour of Records Center

25X1

25X1

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Thursday, 9 December 1965 (1A-13)

25X1A

25X1A

0830-0930



Case and Critique

0940-1100

Tour of Signal Center

1110-1200

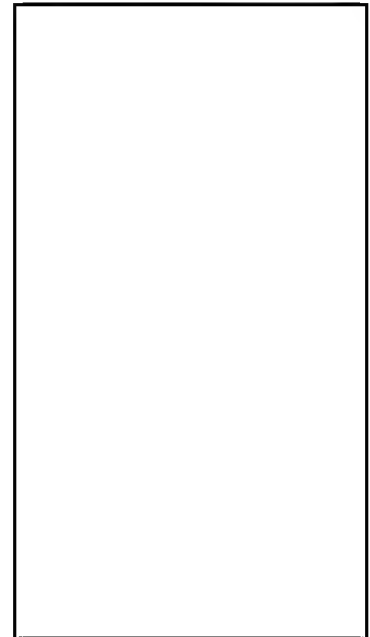
Safe Areas, Vaults and Overseas
Physical Security

1300-1400

Civil Disturbances

1410-1700

Vault and Safe Area Problem and
Critique



Friday, 10 December 1965 (1A-13)

25X1A


0830-1200

Field Trip -  Warehouse

Office of Logistics

1300-1500

Personnel Security Cases


Office of Security

1510-1700

Introduction to Station Problem



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25X1A

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SUPPORT SERVICES COURSE NO. 2

EIGHTH WEEK (1A-13 Headquarters)

Monday, 13 December 1965

0830-1200	Station Planning Problem	OTR and CA Staff Reps
1300-1700	Station Problem	Staff

Tuesday, 14 December 1965

0830-1600	Station Problem	Staff	
1610-1700	Critique	<div></div> Office of Training	25X1A

Wednesday, 15 December 1965

0830-1600	Station Problem	Staff	25X1A
1610-1700	Critique	<div></div> Deputy Chief of Support FE Division	

Thursday, 16 December 1965

0830-1600	Station Problem	Staff	25X1A
1610-1700	Critique	<div></div> Deputy Chief of Support WE Division	

Friday, 17 December 1965

0830-1200	Station Problem	Staff	25X1A
1300-1400	Concluding Remarks	<div></div> Deputy Director for Support	25X1A
1400-1700	Course Critique and Final Administration	<div></div>	

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